



Tolowa Dee-ni' Nation Position Description

Title: Project Manager
Class: Management
Status: Full-time
Supervisor: Chief Governance Officer

Department: Self-Governance
FLSA: Exempt
Pay Grade: 9-10 (22.90 – 36.35)
Subordinates: Program Analyst,
Vital Statistics Technician
Grant Funded: Yes

Effective Date: November 2017

Position Summary:

The Project Manager will be responsible for implementing the strategic government project and planning activities associated with assessing and aligning government operations of government Programs, Services, Functions and Activities (PSFAs) with the strategic vision of the governing body through the *Building a Strong Foundation for Strategic Governance* Project. This position will work collaboratively with the Project Advisory Team for Project assessment, design, and implementation.

Essential Duties and Responsibilities:

1. Oversees and implements the Project goals and objectives and provides supervision and guidance to all project staff.
2. Responsible for the successful implementation of the Objective Work Plan identified in the Project.
3. Assists the Office of Self-Governance to develop the framework for Compacted Programs, identify the Services, Functions and activities and align them with Title IV Compact obligations.
4. Facilitate and coordinate Project activities and Organizational Assessment implementation activities.
5. Work with Staff to develop capacity building and training to align with project goals.
6. Develop the annual action plan for project implementation.
7. Works with the Project Advisory Team to develop the framework to allow for the implementation of the Strategic Plan.
8. Coordinates monthly planning meetings with the Project Advisory team to continue work related to the project, and the Objective Work Plan.
9. Gathers and maintains comprehensive data on Tribal Members and programs for planning, funding allocations, and performance of PSFAs.
10. Oversee the development of data tracking, performance measures, and reporting of PSFAs.
11. Develops quarterly and annual grant reports for the project funder and tribal government.
12. Works cooperatively with members of the community, staff, and Tribal Council
13. Maintains a well-organized and professional work environment.
14. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

This position will oversee the Project, working closely with the Planning Director to align Goal 1 and 2 of the Project. The Project Manager will supervise project staff including the Program Analyst and Vital Statistics Technician.

Minimum Qualifications:

1. Must be able to perform all essential duties and responsibilities.
2. Must possess a Bachelor Degree and 3 years of experience operating/managing programs.
3. Must possess ability to conduct research, assess data, develop strategies and make written recommendations of activities to meet tribal needs.
4. Must have at least one year of Grant administration and reporting experience.
5. Must be proficient in Microsoft Office Suite.
6. Must have excellent written, verbal, and interpersonal communication skills
7. Must possess integrity and initiative.
8. Must submit to and pass a pre-employment drug and alcohol screen.
9. Qualified American Indian Preference applies.

Preferred Knowledge:

1. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
2. Knowledge of Self-Governance programs, services, functions, and activities.
3. Knowledge of grant application processes and requirements of funding agencies.
4. Knowledge of various grant programs available to Tribal governments.
5. Ability to develop, write, and implement strategic plans and to provide necessary documentation to support grant requirements.

Language Skills:

A high level of communication, presentation, and listening skills are required to perform the functions of the position along with the ability to efficiently comprehend, analyze and interpret technical manuals, government laws, rules and regulations.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to take initiative and utilize innovative techniques and ingenuity and apply common sense to implement the core functions of the position. Must have an understanding of planning, programs, and strategy and the ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 50 pounds.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

Work Environment:

The Project Manager spends long hours sitting and using office equipment and computers and will be travelling and participating in meetings with small and large groups. The Project Manager will do some light lifting of supplies and materials. The Project Manager must manage many requests, situations, tasks, and projects both long and short term at the same time with grace and confidence. They may be interrupted frequently and may find the environment to be busy and noisy. They must meet deadlines and due dates for a variety of reports, events, and projects. Stress may be caused by the various duties and responsibilities and the Project manager will need excellent organizational, time, and stress management skills. May require some overnight travel.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____